

CHECKLIST

Please bring the following to your scheduled interview:

- Completed (but not signed) DS-2029, “Application for a Consular Report of Birth Abroad.”
Please note that question 12 regarding your physical presence in the U.S. requires you to list **every** entry and exit to and from the U.S. from your date of birth to the present date. If you need additional pages, please add them.
- Completed (but not signed) DS-11, “Application for a U.S. Passport.”
- Completed and signed SS-5, “Application for Social Security Card.”
- Long Form UK Birth Certificate issued by the Registrar - the long form version has both parents' names.
- Both parents' passports.
- Marriage Certificate (if applicable).
- Evidence of Termination of Previous Marriages by either Parent, e.g., Death Certificate, Divorce Decree.
- Proof of Physical Presence
 - **If parents are married**, documentation from U.S. citizen parent showing that s/he was physically present in the U.S. for a total of 5 years before the birth of the child, at least two years of which were after s/he reached the age of 14.
 - **If out-of-wedlock to a U.S. citizen mother**, documentation showing that the U.S. citizen mother had one year of continuous physical presence in the U.S. (no vacations outside U.S.) at some time prior to the child's birth.
 - **If out-of-wedlock to a U.S. citizen father**, documentation showing that the U.S. citizen father was physically present in the U.S. for a total of 5 years before the birth of the child, at least two years of which were after the age of 14. In addition, the U.S. citizen father must complete an “Affidavit of Parentage, Physical Presence and Financial Support”. If you require a copy of this form, email consularbelfast@state.gov.
 - **Proof of physical presence might include but it not limited to** previous passports showing a complete travel history i.e. entry/exit stamps for every trip, school, college and/or university transcripts, work records, social security statements, tax returns.
 - **Note:** Any period of time spent overseas with the U.S. military or government or a qualifying international organization such as the UN may be computed as physical presence in the U.S. for transmission of citizenship purposes as may time spent as the dependent of such a person. Military records or proof of government or qualifying organization employment or dependency overseas will be required.
- Photos: Two 2” x 2” photographs.
- Fee - \$100.00 for the Consular Report of Birth. \$105.00 for the passport if the child is aged under 16 or \$135 for the passport if the child is aged 16 or over. This can be paid in US dollars, the sterling equivalent or a credit/debit card.
- A prepaid self-addressed Royal Mail Special Delivery Envelope.